



**Community & Economic Development Division
Planning and Development Services**

7447 East Indian School Road, Suite 105
Scottsdale, Arizona 85251

Historic Preservation Commission Meeting Memorandum

Topic: Historic Residential Exterior Rehabilitation (HRER) program
Action Requested: Discussion and consider approval on the revised HRER funding program documents
Meeting Date: December 2, 2021
From: Jesus Murillo, Interim Historic Preservation Officer

Dear Historic Preservation Commissioners,

Please find attached the revised HRER Program Application Guidelines and the HRER Window Policy, based on the feedback received from the previous discussion, from the November 4th Historic Preservation Commission meeting.

Staff has provided, in **bold**, text suggested by the Commission to be added to the guidelines, and ~~strike through~~, for the text that was suggested by the Commission to be removed. The Commission's suggestions modified pages 1, 2, 3, and 5 of the current HRER Program Application Guidelines.

Attachments:

1. Revised HRER Program Application Guidelines
2. Revised HRER Windows Policy

Historic Residential Exterior Rehabilitation (HRER) Program Application Guidelines



Program Purpose

Demonstrating its commitment to the preservation of the significant historic neighborhoods of Scottsdale, the City offers assistance to help residents sensitively rehabilitate and/or expand homes located in historic districts listed on the Scottsdale Historic Register. To promote continued reinvestment in these areas, the Historic Residential Exterior Rehabilitation (HRER) Program makes monies available to private property owners that can be used to complete exterior rehabilitation, repair or restoration work on homes still used as residences. The program reimburses owners on a 50/50 matching basis for pre-approved work costing at least \$2,000 and up to \$7,500. In return for receiving this financial assistance, the property owner agrees to sell the City a conservation easement to protect the historic character of the property's exterior.

Eligible Improvements

All work performed must be exterior work which results in the repair, improvement, reconstruction or enhancement of the facades or exterior features of the home **and is visible from the street except roofs and windows**. This includes:

- Roofs
- Foundations
- Exterior Walls
- Porches
- Carports
- Windows (refer to Windows Policy handout)
- Doors
- Masonry repointing
- Trim
- Reversal of previous inappropriate alterations
- Reconstruction of missing architectural details

An addition to a house is also an eligible improvement **if visible from the street**, but the eligible expenses are limited to the building shell only including the roof, exterior walls and foundations, windows and doors. All expenses related to interior improvements, including mechanical, plumbing and electrical systems must be borne by the owner.

The only eligible landscaping item is replacement of the citrus trees that were historically found within the Village Grove 1-6 subdivision and are considered an important character-defining feature of that historic district. Fencing, paving and other site improvements will not be considered for funding. Painting is not an eligible activity on its own but, if it is a component of an eligible repair, then the cost of painting can be included in the project's scope of work.

Competitive Selection Process for Projects

A goal of the HRER program is to demonstrate the best practices and the most appropriate treatments for historic buildings that are in conformance with the City's preservation guidelines. Consequently a competitive application process is used to select the projects that undertake work sensitive to the home and neighborhood's historic character and provides significant reinvestment in the property. When reviewing the applications, the City will consider the merits of the proposed project, the quality of the application and

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the support the project provides in advancing historic preservation in Scottsdale. Priority will be given to applications that:

- Repair or reconstructs the character-defining feature of a house in conformance with the Historic Preservation Plan and Design Guidelines adopted by the Scottsdale Historic Preservation Commission for the historic district in which it is located.
- Addresses a critical need or maintenance problem that threatens the structural integrity or continued viable use of the house.
- Include work items that are highly visible and substantially improve the historic appearance of the house and/or the district's streetscape
- Provide significant reinvestment by overmatching (greater than 50/50) with private funds the monies provided by the City
- Are submitted for owner occupied houses
- Demonstrate sensitive ways of expanding the living area of the house or undertaking functional upgrades

Due to the competitive selection process, applicants are encouraged to meet with City Historic Preservation staff to review a project proposal that can meet multiple criteria. Staff also will be available to work with an applicant that is unsuccessful with their original proposal in order to improve their project proposal for resubmittal.

Selection of the projects to be considered for funding will be made on a first-come first- considered basis by the Scottsdale Historic Preservation Commission, based on a recommendation from Historic Preservation staff.

Application

Application forms, sample program and associated legal agreements, and other support materials can be obtained by calling the Scottsdale Historic Preservation Office at (480) 312-~~2834~~ **7849** or visiting the Historic Preservation Office at 7447 East Indian School Road. Applicants are encouraged to make appointments in advance of their visit if they would like to discuss their project with the Historic Preservation staff. Application materials can also be downloaded from the City's web site at:

<http://www.ScottsdaleAZ.gov/historic-zoning/resources>

~~Applications for this fiscal year may be submitted between now and May 1, 2015.~~ All required information and materials must be included in the submittal. Incomplete applications will be returned to the applicant and not reviewed.

Homeowner projects in Village Grove 1-6, Town and Country Scottsdale, ~~and Villa Monterey 1-7~~ **and Sands North Townhomes** historic districts have received HRER Program funding in past years for exterior home improvements. Budgeted funds are available for qualified projects ~~for this fiscal year, 2014-2015,~~ so new applications are being accepted while funds remain uncommitted.

Instructions for Completing the Application Plans & Related Data

Section II. "Application Narrative" is where you provide a narrative description of the work you are planning to undertake in your project. Explain how the project will retain or enhance the historic features, materials and/or finishes of your home. Describe the specific techniques or methods that will be employed. Where the preservation of historic materials is not feasible or prohibitively cost effective, explain what in-kind replacement is planned and why it should be acceptable.

Section III. "Project Justification" is part of the application narrative where you're provided the opportunity to describe how the project meets the selection criteria. The accompanying photographs should help illustrate

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the information presented in this section. In this portion of the application you should show that you understand the applicable preservation guidelines for the work planned as well as the appropriate preservation principles related to repair, restoration or replacement of historic materials and/or architectural features and details.

Under a separate heading in the application narrative titled *"Project Justification,"* separately address the following:

- How will the work stabilize, preserve or enhance the home.
- How visible will the work be from the street and adjoining properties.
- How it will the work contribute to the views of the property and/or surrounding streetscape.
- If the proposed work will repair a maintenance issue, explain how it will improve the physical condition of the property.
- If the work will improve the energy efficiency of the home, explain how the modification will be accomplished without adversely affecting the homes character-defining features.
- If the work will restore missing architectural features, or remove incompatible additions, explain the previous changes that occurred and the rationale for the planned work.
- Provide any additional information as to reasoning your work should receive HRER funding.

Section IV. "Request for Funding" is where the property owner provides the budget for the proposed project. To complete this section, the property owner shall submit:

- ~~two (2)~~ **three (3)** independent cost estimates **using the City's standard bidding process (a licensed contractor will be required for projects \$5,000 or more)** for each item listed in your scope of work; and
- the completed Request for Historic Residential Exterior Rehabilitation Scope of Work and Estimates form.

The estimates shall:

- ~~B~~be on the letterhead or forms used by a qualified contractor, tradesperson, or building product supplier;
- Include all hard costs (i.e. materials and labor);
- Include soft costs (i.e. overhead, profit and taxes); and
- ~~B~~be dated within 60 days of the submittal of the application.

A project may include work that is performed by the owner such as the repair and or replacement of trim or windows. In this case provide the cost of and information about the materials or products to be used in the budget. The value of your labor is considered a donation to the project and cannot be used in the calculation of your match for the City funds.

Please indicate clearly on the estimates which work items you have selected to substantiate the cost.

- Building permit fees, if applicable, are the responsibility of the owner and cannot be included as a project cost.

The property owner is encouraged to select the **licensed** contractor, subcontractor or tradesperson(s) most qualified to perform the work planned. The choice of the contractor used is at the sole discretion of the property owner. A change from the companies or individuals originally submitting estimated for your application is acceptable as long as the approved scope of work is completed. Selection of the lowest price is not required. In fact, a higher bid that utilizes more appropriate materials or provides evidence of skilled workmanship may increase your chance of being selected for funding.

Section V. "Plans, Photographs and Related Data" are to be provided with application. Your application checklist indicates what information is required to be submitted with the application. The information

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below is to assist you with the preparation of the most common plans, photographs and information requested.

1. Photographs

Submit ~~at least 2 sets~~ photographs or digital images, minimum size 3" x 5," for each aspect of the planned work that illustrates the need for the work to be undertaken. Show the level of deterioration; the location for the planned rehabilitation and/or improvement and the effect the deterioration or work will have on the building.

Provide additional photographs as needed to show the relationship of the house to adjacent properties, the visibility of the improvement and/or the contribution the work will make to the streetscape.

2. Plans and Additional Information

A. Site plan: Drawings need not be professionally done but should be correct in scale and detailed enough to illustrate the proposed scope of work. The site plan should include:

- An outline or "footprint" of all existing building and structures on the lot
- The location of property lines, streets, alleys and easements;
- The location of driveways, parking areas , sidewalks, patios, fencing, walls and other major landscape or site improvements; and
- The location of the proposed work with notes referencing the scope of work described in Section III of the application.

B. Elevations: Include line drawings of the exterior elements of the building that will be impacted by the proposed work. Depending upon the nature of the work the drawings should show:

- Wall and roof configurations,
- Location and size of window and/or door openings
- Style and configuration of windows
- Notations as to materials to be used

C. Replacement Window Details: If you are proposing to replace windows, include the following information:

- Note on the site plan or floor plan the location of each window being replaced and any new window locations; label each location with a number (1,2,3) or letter (a,b,c) and use the same label for photos and drawings of each window;
- Include photos of each original window being replaced and label each photo with a number or letter and identify which side of the house it is on (front, side, back);
- Describe the types of windows proposed including how each operates (casement, sliders, double-hung, fixed), the material used for the frame, whether it is single pane or double-pane, and how the appearance of each replacement window compares to (is similar to) each original window;
- Include elevations, drawings or photo simulations of each replacement window, and list the dimensions of each window including the width of the frame/sash and the width of the muntins (grille);
- List the manufacturer and the product line proposed and include, if available, a brochure of the product proposed.

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- Describe the muntin/grille pattern for each replacement window and whether it is on the outside of the glass (preferred), or if it is also between the panes (on double-pane) and on the inside of the window; and
 - Provide EPA energy efficiency rating for the proposed window (U factor of 0.40 or less and SHCC rating of 0.40 or less);
- D. Archival Documents: If you are planning to reconstruct or replicate a feature originally on the house or historically found within the subdivision, provide documentation on which you are basing the planned work. Documentation can include:
- Original plans or footprints,
 - Historic photographs, and
 - Contemporary photographs showing evidence of the original structure or feature.
- E. Building Product Information
- Include product information materials for items to be used including manufacturer's specification, product brochures or other items which detail materials, appearance, finishes and installation requirements. This information will be used to determine the appropriateness of replacement materials or features.

Program Agreement

If approved for funding, a legal agreement must be executed between the City and the property owner before work can commence. No work started before the execution of the 'Historic Preservation Exterior Rehabilitation Program Agreement' is eligible for reimbursement. The Agreement sets forth project scope of work, the award amount that is the purchase price of the conservation easement, the conditions for disbursement, schedule, provisions for dispute resolution and other standard contract provisions. A sample agreement is available from the City Historic Preservation Office and web site.

Building Permit Required

After the Historic Preservation Commission approves eligible improvements it is the owner's responsibility to obtain appropriate building permits before work can commence.

Conservation Easement Required

An easement is a legal mechanism whereby a non-possessory interest in a property is conveyed by the owner to another entity. The owner retains the property rights associated with full ownership but the holder of the facade easement has the right to control what is done to the exterior of the building for which the easement is subject. A 'Deed of Conservation Easement' is a private legal mechanism that must be voluntary created by the execution of a deed that is recorded as part of the property's title. Under the HRER program, funding to rehabilitate designated historic homes is given in return for an owner agreeing to dedicate a facade easement to the City. A facade easement has a set term **of 10 years**. During the term of the agreement the owner agrees to maintain and preserve the significant features of the historic building that have been rehabilitated with funds from the City. The Deed of Conservation Easement must be signed and notarized by the homeowners before reimbursement.

Inspection of Completed Work

Upon completion of the project, the owner shall notify the City Historic Preservation Office and an inspection will be made to determine if all the items in the agreed upon scope of work have been satisfactorily completed in accordance with the Historic Preservation Plan and Design Guidelines adopted by the Scottsdale Historic Preservation Commission for the historic district in which it is located.

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Disbursement of Funds and W-9 Form

If the work is in conformance, the owner can then present the City with an invoice for the purchase price for the conservation easement. The Scottsdale Accounts Payable division must receive a W-9 form, available from the Internal Revenue Service, from the owner before the reimbursement check will be mailed to a private individual.

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ATTACHMENT "1"

Historic Residential Exterior Rehabilitation (HRER) Program Windows Policy



Introduction:

The City of Scottsdale Historic Preservation Commission (SHPC) developed the Historic Residential Exterior Rehabilitation (HRER) program to assist homeowners with maintaining the special historic character of homes located in city-designated historic districts. Under this program, many homeowners seek funding for repairs or replacements that improve the functionality and energy efficiency of an historic window. Many historic windows were built to high quality standards. Before replacing historic windows please consider changing just the damaged panes and/or repairing damaged muntins or frames with putty or other appropriate compounds. It may be necessary to remove peeling paint to determine the condition of a historic window. Since many historic buildings were painted with lead-based paint, it is very important that any removal of lead-based paint be done by a professional familiar with worker safety, environmental controls, and proper disposal methods. There are also a number of ways to improve the thermal performance of historic windows. Some passive improvement options include interior blinds, exterior awnings, or shade trees. Other options may include installing window films, replacing historic single-pane glass with double- or triple-pane glass, or adding interior storm windows.

Steel frame windows can be made more energy efficient and repairing them is often more economical than wholesale replacement. Before replacing steel windows clean them to determine their condition. If they are structurally sound, then a number of repair options are available. These include realigning bent metal, adjusting the frame with shims, sandblasting away corrosion, filling holes with patching material, replacing any missing parts (screws, handles, fasteners, etc.), and/or reapplying paint with anticorrosive primer. Skilled contractors should be used if it is determined that repairs need to be completed in a workshop. Once repaired, routine maintenance will extend the window's longevity. Although steel frame windows are typically not energy efficient, there are a number of ways that they could be made more so. These include caulking around the frames, weather-stripping, and/or replacing historic single-pane glass with double- or triple-pane glass, or adding interior storm windows.

Resources:

- National Park Service Preservation Brief No. 13 Steel Windows
- National Park Service Tech Notes No. 19 Windows
- City of Phoenix Historic Preservation Office Steel Casement Window Repairs
- National Park Service Preservation Brief No. 37 Lead-Paint Hazards

If repairs are insufficient and windows need to be replaced, the HRER program can help. In choosing to replace windows, a homeowner can profoundly affect the appearance of a building. With these factors in mind the SHPC carefully considered standards for appearance, durability, and energy efficiency to guide applicants. These criteria represent a higher standard than is required for those applying for a Certificate of No Effect or Certificate of Appropriateness where the City is not funding the work.

In order to be considered for funding, window replacements must meet the "required" criteria in each of the three categories below. To have the best chance of securing HRER funding, the SHPC suggests that applicants meet as many of the "desired" criterion as possible. Additional

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information regarding an application for HRER funding is available online at <http://www.scottsdaleaz.gov/historic-zoning/exterior-rehabilitation>, or residents may call the Scottsdale Historic Preservation Office during regular business hours at (480) 312-2831.

Historic Residential Exterior Rehabilitation Program Windows Policy

Window Repair:

Appearance:

Required

- Tightly and squarely fit the replacement window to the original opening with little or no shimming.
- Maintain the original window proportions, including the depth and profile of the frame and structural elements. The width of the frame should match the original window.
- Operable portions of the windows shall match the original operation, i.e. repair handles, crank mechanisms, and latches for casement windows.
- Match the original window muntin (grid) pattern in placement. The muntin (or grille) should measure approximately an inch or less in width.

Durability:

Required

- Certification by the American Architectural Manufacturers Association (AAMA).
- Guaranteed for parts for at least 10 (ten) years.

Desired:

- The warranty is transferable to subsequent owners.
- The warranty extends beyond the 10 (ten) year minimum and includes labor.
- The company rehabilitating the windows is a recognized repairer who has been in business at least 10 (ten) years.

Energy Efficiency:

Required

- Meet or exceed the Environmental Protection Agency's (EPA) Energy Star Rating for the South-Central zone of the US.
- Certification by the National Fenestration Rating Council (NFRC).

Window Replacement:

Appearance:

Required

- Tightly and squarely fit the replacement window to the original opening with little or no shimming.
- Approximate the original window proportions, including the depth and profile of the frame and structural elements as closely as possible. The width of the frame should be proportional to the original window.
- Match the original window muntin (grid) pattern in placement. The muntin (or grille) should measure approximately an inch or less in width.
- For all primary façade windows, replacement windows must match the existing muntin structure.

Desired

- For windows not on the primary façade of the home, mold the muntins onto the exterior of the glass, and if possible select either true or simulated through-the-glass muntins.
- Replace original windows with those of like operation, i.e. replace casement windows with casement windows.

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Durability:*Required*

- Certification by the American Architectural Manufacturers Association (AAMA).
- Guaranteed for parts for at least 10 (ten) years. Vinyl products should be specifically guaranteed against cracking, splitting, corroding, and warping.

Desired

- The warranty is transferable to subsequent owners.
- The warranty extends beyond the 10 (ten) year minimum and includes labor.
- The company providing the windows is a recognized manufacturer who has been in business at least 10 (ten) years.

Energy Efficiency:*Required*

- Meet or exceed the Environmental Protection Agency's (EPA) Energy Star Rating for the South-Central zone of the US.
- Certification by the National Fenestration Rating Council (NFRC).

Scottsdale HRER Window Policy
Contractors, Manufacturers, and Venders

The following contractors, manufacturers, and vendors offer services and products that meet the required and desired HRER Window Policy criteria. The following list is not comprehensive and individuals are free to seek other products that meet the policy or choose any vendor. Please be aware that manufactures often change, add, or remove product lines and it is the responsibility of the homeowner to ensure that the product meets the HRER Window Policy guidelines. Listing on this document does not constitute an endorsement of the individual item or any entity that may repair, sell, or install windows.

Window Repairs

Company	Repair Types	Address	Phone	Email/contact
Casement Window Restorations LLC	Steel Casement Window Repair	502 W. Virginia Ave., Phoenix, AZ 85003	602-279-5797	cwrllc@cox.net
G & G Specialty Contractors	Steel Casement Window Repair	4633 S. 36th St., Phoenix, AZ 85040	480-921-4079	Scotttg@ggspecialty.com
Tradeworks International	Steel Casement Window Repair	1038 N. Cactus St., Cottonwood, AZ 86326	928-300-8148	tim@tradeworksaz.com
Custom Historic Woodworks	Wood Window Repair	1236 W. 10th Pl., TEMPE, AZ 85281	480-203-7588	phoenixwoodworkers@yahoo.com
Krants Door & Windows	Wood Window Repair	2944 W. Northern Ave., Phoenix, AZ 85051	602-622-1813	krantsdoorandwindow@gmail.com
Stanton Advantage	Wood Window Repair	1122 W. Lynwood St., Phoenix, AZ 85007	602-462-5359	dstanton@basewest.com
Bjerre Glass Design	Leaded/Stained Glass Repair	10422 W Encanto Boulevard, Avondale, AZ 85392-4602	623-979-3766	
Amerizona Products	Window Film	420 N 15th Ave, Phoenix, AZ 85007	602-277-8468	www.amerizonaproducts.com/contact/
Intellifilm	Window Film	5948 W. Chandler Blvd., Chandler, AZ 85226		

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Replacement Window Providers

Manufacturer	Window Type	Model	Vendor	Address	Phone	Email/contact
Hope's Steel & Bronze Windows		steel casement windows	Duane Tuhy (Sales Rep) Southern Architectural Sales	18015 W. Royal Palm Rd., Waddell, AZ 85355	623-535-4070	www.hopeswindows.com/hopes.shtml
Continental Steel West	Continental Steel	steel casement windows		3101 E 46th St., Tucson, AZ 85713	520-792-0151	
A & S Window Associates	A & S Windows	steel casement windows			718-275-7900	www.aswindowassociates.com/
Pella Windows	Simulated And True Divided Lite	Architect Series (wood)	Lowes	7950 E. McDowell Rd., Scottsdale, AZ 85257	480-874-8120	www.lowes.com/
		fiberglass and vinyl	Arcadia Window and Door	6425 E. Thomas Rd., Scottsdale, AZ 85251	480-656-4600	http://www.arcadiawd.com/
			Pankow Construction	3620 E. Campbell Ave., Phoenix, AZ 85018	602-595-0799	www.pankowconstruction.com/
			Pella Window and Door Showroom of Scottsdale	15507 N. Scottsdale Rd., Ste. 120, Scottsdale, AZ, 85254	480-998-8023	http://www.pella.com/
Jeld-Wen	Simulated Divided Lite (SDL) and Grille Between Glass (GBG)	Auralast wood and vinyl	Lowes	7950 E. McDowell Rd., Scottsdale, AZ, 85257	480-874-8120	www.lowes.com/
			Home Depot	9170 E. Indian Bend Rd., Scottsdale, AZ 85250	480-951-8211	www.homedepot.com/
Kolbe Windows & Doors	Performance Divided Lites (PDI) & True Divided Lites	Heritage Series wood windows	Sienna Custom Window & Door	7329 E. Greenway Rd. Ste. A, Scottsdale, AZ 85260	480-991-5252	siennacustom.com
		vinyl	Roadrunner Glass Co.	3033 W. Thomas Rd., Phoenix, AZ 85017	602-269-2543	www.roadrunnerglassco.com/
			Fenestra Window and Door	2622 N. Ogden Road, Mesa, AZ	480-836-1308	www.fenestrawindows.com/

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Simonton Windows & Doors	Colonial and Diamond Divided Lites	wood, bronze, vinyl	Home Depot	85215 9170 E. Indian Bend Rd., Scottsdale, AZ 85250	480-951-8211	www.homedepot.com/
Milgard Windows	Essence (wood), Ultra (Fiberglass), Tuscany (vinyl), Montecito (vinyl)	wood, fiberglass, vinyl	Freelite, Inc.	331 W. McDowell Rd., Phoenix, AZ, 85003	602-223-1981	www.freeliteaz.com/
			Illumination Window and Door Company	9332 N. 95th Way Ste. B-102 Scottsdale, AZ 85258	480-588-4718	www.illuminationco.com/
Cascade Windows		vinyl	K & J Windows	2031 W. Glendale Ave., Phoenix, AZ 85021	602-942-0954	www.kjwindows.com/

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